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Policies & Procedures

DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: Electronic Equipment Disposal Policy

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ISSUED: September 26, 2005

REVISED: October 15, 2006

APPROVED BY:

Authority:

The Surplus Property Division is tasked with managing the state's surplus property in an equitable and appropriate manner.

OCGA 50-5-142 "The commissioner of administrative services shall promulgate such rules and regulations as may be required to carry out Code Sections 50-5-140, 50-5-141, 50-5-143, 50-5-144, and 50-5-146..."

Purpose: The Department of Administrative Services (DOAS) Surplus Property Division manages the state's surplus property. This policy provides guidelines for the disposal of surplus electronic components.

Policy: It is in the best interest of the state that electronic equipment and components remain in commerce. Regardless of condition, all reasonable effort will be made to redistribute or sell electronic equipment to be utilized for its original purpose.

The transfer/disposal authorization form for all electronic material that store data must be signed by either the agency head or agency Chief Information Officer (CIO). Signature by one of these individuals will certify that all electronic disposals are conducted in accordance with this policy. The Surplus Property Division will add these individuals to the agencies authorized signers' file. This signature authority may not be delegated.

The following components require agency head or CIO signature:

Computers (CPU) (includes desktop, laptop, server)
External data storage/back-up devices
PDAs
Copiers that have data storage capability

The transfer/disposal for electronic materials that do not store data do not require agency head/CIO signature. The following items may be processed by the agencies' authorized property custodian.

Monitors
Peripherals (includes keyboards, mouse, speakers)
Printers (includes all types, laser, inkjet, bubble jet, dot matrix, plotters, etc.)
Scanners
Copiers without data storage capability
Hubs and Routers

Digital Projectors
Pagers
Fax Machines
Typewriters
Telephone Systems and Handsets, Cellular Phones
Calculators
Answering Machines
Television Sets and Video Monitors
DVD and VCR Players/Recorders
Radios, CD Players and Stereo Equipment

State entities disposing of computer equipment must ensure that all data and programs have been removed or the drive is rendered unreadable prior to disposal and that the hard drive has been removed from the unit. Data removal methods include the use of commercially available "disk cleaning" programs, degaussing, or hard drive destruction (drilling, crushing, etc.). Once hard drives have been properly "cleaned" or rendered inoperable, all removed hard drives must be transferred to a Surplus Center for final destruction. *Under no circumstance will hard drives be redistributed or sold to local governments, eligible non-profit organizations, or to the public.*

Agencies should make reasonable effort not to cause equipment to become scrap by removing components other than the hard drives. Since the goal is for equipment to remain in commerce, removing additional components significantly reduces the resale value and return for the state.

Electronic components that are not in commerce are subject to environmental regulations. Any electronic components that have been designated as scrap must be transferred to a Surplus Center for disposal. *Under no circumstance will state entities dispose of electronic components as refuse (trash, landfills, etc.).*

Procedures:

Computer (CPU) Disposal: (includes desktop, laptop, server)

Once a state entity declares the equipment surplus, the entity must:

- Identify the system components and tag the equipment with the Computer Components label shown below. If all surplused systems are identical, one "lot" Computer Components label may be utilized.
- Remove all state identification tags
- Ensure that media has been removed from all "data recording devices" (floppy, CD, tape, memory stick, etc.)

- The hard drive must be degaussed or overwritten with a commercially available "disk cleaning" program and then removed. Hard drives may also be removed and rendered unreadable by drilling or crushing.
- All hard drives must be removed, cleaned and/or rendered inoperable and sent to the appropriate Surplus Center for final destruction.
- Any equipment that is designated as electronic scrap must be sent to a Surplus Distribution Center for disposal. The Surplus Property Division will ensure that all electronic scrap components are disposed of in accordance with applicable environmental regulations. Proceeds from the disposal of electronic scrap items will not be returned to funded agencies.
- CPUs may be disposed of through established "off-site" procedures; however, no components may be sold that contain a hard drive. The transfer request must be signed by the authorized agency IT signer (either the agency head or agency Chief Information Officer), whose signature certifies that the hard drives have been removed. Hard drives must be listed on a separate transfer form and sent to the appropriate Surplus Center for destruction.

Computer Components Label

The Computer Components label is formatted to be printed on 3 1/3"x4" stock (Avery #5264). Labels may be requested from Surplus Property Division.

Computer Components		
Processor/ MHz	<input type="checkbox"/> Less than Pentium _____	<input type="checkbox"/> Pentium 1 _____
	<input type="checkbox"/> Pentium 2 _____	<input type="checkbox"/> Pentium 3 _____
	<input type="checkbox"/> Pentium 4 _____	<input type="checkbox"/> Other _____
Hard Drive:	<input type="checkbox"/> _____ Gb	
	<input type="checkbox"/> Removed <input type="checkbox"/> Degaussed <input type="checkbox"/> Over-Written	
RAM:	<input type="checkbox"/> Removed	<input type="checkbox"/> _____ Mb
Drives:	<input type="checkbox"/> 3.5" <input type="checkbox"/> CD <input type="checkbox"/> CDRW <input type="checkbox"/> DVD	
Modem:	<input type="checkbox"/> Removed	<input type="checkbox"/> _____ kb
Either/Network Card	<input type="checkbox"/> Removed	<input type="checkbox"/> Installed
Power Supply:	<input type="checkbox"/> Removed	<input type="checkbox"/> Installed

Non-CPU Electronic Material

Electronic material (other than CPUs) may be disposed of by:

- Transferring to another state entity
- Transferring to a Surplus Center
- Redistributing to eligible local government entities or non-profit organizations
- Sold to the public through established "off-site" sales procedures

All state identification tags must be removed from equipment.

Electronic materials that are designated as scrap must be sent to the appropriate Surplus Center for disposal.